Missouri*Career*Source.com

Online Services for Job Seekers

MissouriCareerSource.com

Where Talent and Opportunities Meet

Training Guide

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DWD Skill Development Center

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Missouri*Career*Source.com Home Page

At the Missouri*Career*Source.com home page (https://www.missouricareersource.com/mcs/mcs/default.seek), a Job Seeker may begin the log in process by simply clicking on the "Job Seeker" link (1) or clicking on the "Continue" button under the "Job Seeker" column (2).

Missouri*Career*Source.com Log In Page

Once a Job Seeker has registered, they will enter the username and password they created to login.

From the Login page a seeker can **Browse Job Openings, Register/Create an Account**, **Reset** their **Password** or **Login to** the system.

Missouri*Career*Source.com Log In Page: Resources—these may be accessed without logging into Missouri*Careeer*Source.

On the right hand side of the log in page, Job Seekers will find links to a variety of available resources:

1) If a Job seeker does not want to register they can still search for jobs by clicking the "Browse Job Openings" link. This will allow them to see job openings without registering **but will not** provide them referral instructions.

2) A Job Seeker may file a UI (Unemployment Insurance) claim by clicking on this link. Clicking on this link takes the Job Seeker to the Missouri Department of Labor and Industrial Relations website (https://www.ui.dolir.mo.gov/som/IC_0010.htm) where they will find the steps to filing their claim.

3) A Job Seeker may also "Complete Four Week Reporting" for UI benefits. To do this, the Job Seeker **MUST** be registered and login.

4) If a Job Seeker is interested in training possibilities, they may access the Missouri Education and Career Hotlink by clicking this link (https://www.missouricareersource.com/mech/).

5) By clicking on this link, the Job Seeker may apply for jobs with the State of Missouri through the EASe electronic application system (http://www.ease.mo.gov/index.shtml)

6) **Job Central** is the National Job Bank System. Any Missouri*Career*Source Job Seeker may search for jobs through Job Central's website (http://www.jobcentral.com/) by clicking on the "Search Jobs Nationwide" link.

7) Job Seekers may find a vast array of information related to careers and job searches by clicking on the "Research Economic Information" link. This information is found at the Missouri Economic Research and Information Center (MERIC) website (http://www.missourieconomy.org/customer/jobseeker_wfd.stm).

For a returning Job Seeker (one who has already established an account):

1) The Job Seeker enters their Username and Password, then clicks on the Sign In button.

For a Job Seeker opening a new account:

1) The Job Seeker should click on the "Job Seekers Register & Create an Account"

NOTE:

If the Job Seeker has an existing web account (this may have been done in Missouri-Works!, Great Hires, or through an automatic file transfer from Family Services Division or UI), the Seeker's enrollment must exactly match with the Social Security Number, Last Name, Date of Birth, and Gender information provided. In many cases, when a Job Seeker is having difficulty creating an account, or retrieving Login information, the problem is related to the existing web account.

Missouri*Career*Source.com Rules of Use Page

Rules of Use:

This page reviews the benefits of using this site and the rights and responsibilities of the Seeker and Employer while using the site.

Users must click the **"Accept"** checkbox to advance to the next screen.

MissouriCareerSource.com Job Seeker Entry Page

Create Job Seeker User:

Any information a Job Seeker enters on this page should match the information that was entered in the system when the seeker registered.

The following information **must match** the existing record in the system:

- Name
- SSN

- Date of Birth
- Gender

Seeker Info, page 1:

Seekers must complete all the registration fields with a "*****" to activate their web account. They are not required to complete all pages at once. If they choose to "Logout" before they finish, the next time the seeker logs into the site, they will be taken to the next information page they have yet to complete.

Clicking the **"Next"** button will save the information and take the seeker to the next page of the registration process.

Note: The system will not allow the seeker to click on other tabs and move to a different page. They must complete the whole registration process before the tabs can be used.

Seeker Info, page 2:

This page allows the Job Seeker to enter information about their Work Availability and Transportation related information. This page also has a section for State/Federal required information.

Clicking the **"Next"** button will save the information and take the seeker to the next page of the registration process.

Note: If a Job Seeker has information already in the system, that information will populate on each page of the registration process as appropriate. If the information has changed, the Job Seeker can update the information.

Employment, page1:

This page allows the Job Seeker to enter Employment History information. Users can enter an employment record and then click **"Add Another"** to submit more employment records.

Clicking the **"Next"** button will save the information and take the seeker to the next page of the registration process.

Employment, page 2:

Additional **Employment History** may be added at anytime. Once the Job Seeker inputs the information it is stored by clicking on the **Save** button.

The **Employment History** section of the page displays the employment history records that have already been entered. Notice that records can be **edited** or **deleted**.

Employment, page 3:

On this page the Job Seeker selects their Desired Occupations. They can select occupations using a **Key Word Search**, **Tree** search or Listing **All** Occupations.

Selected Desired Job Titles (1, above) displays the occupation records that are already selected. When an Occupation record is selected, the Job Seeker is required to enter the **Months Experience** they have worked for that occupation record and the **Year Last Worked**. Zero can be entered for records with no work experience.
Notice that records can also be **deleted**.

Clicking the **"Next"** button will save the information and take the seeker to the next page of the registration process.

Education, page 1:

This page allows the Job Seeker to enter their **Education History** information. They enter the education record and then select **"Add Another"** to add more education records.

Education History displays the education records that have already been entered. Notice that records can be **edited** or **deleted**.

Clicking the **"Next"** button will save the information and take the seeker to the next page of the registration process.

NOTE: To enter a degree awarded, click on the dropdown menu arrow and choose a degree from the list provided. The select a Major or Minor area of study, click on "Choose a Major" or "Choose a Minor" (arrows above) and choose an area of study from the list provided.

Education, page 2:

This page allows the Job Seeker to enter any **Alternate Education History** information. They can enter the education record and then select the **"Add Another"** to add more education records.

Alternate Education History displays the education records that have already been entered. (This is displayed in the area marked with the arrow above.)

Clicking the **"Next"** button will save the information and take the seeker to the next page of the registration process.

Education, page 3:

This page allows the Job Seeker to enter **Licenses or Certificates** which they have obtained. They can select a **License or Certificate** by clicking **<Choose a License/Certificate> (see arrow above)** and selecting from the list. Use the **"Add Another"** to select additional Licenses/Certificates. At the **"Add Another"** screen, "**Save**" and "**Cancel**" buttons appear for new entries.

NOTE: License & Certifications that have already been entered are displayed here. The Job Seeker may edit or delete these entries at any time.

Clicking the **"Next"** button will save the information and take the seeker to the next page of the registration process.

Skills, page 1:

This page allows the Job Seeker to enter their **Accomplishments**. They enter accomplishments and then select the **"Add Another"** to add more records.

Additional Accomplishments displays the records that have already been entered. The Job Seeker may edit or delete these entries at any time.

Clicking the **"Next"** button will save the information and take the seeker to the next page of the registration process.

Skills, page 2:

This page allows the Job Seeker to select their **Skills/Equipment** from the check boxes on the page.

The Job Seeker can select up to 30 of the Skills/Equipment options from the list. There is a counter at the top of the page that shows how many of the boxes have been checked. When someone tries to select more than 30 of the boxes they will get a message letting them know that they are limited to 30.

Clicking the **"Next"** button will save the information and take the seeker to the next page of the registration process.

Veteran page:

This page allows the Job Seeker to select their **Veteran** status.

If the Job Seeker is not a veteran, they select **No** and the registration process is complete. If the Job Seeker is a Veteran, they should select **Yes** and click the **Next** button. Clicking the **"Next"** button will save the information and completes the registration process for the non-Veteran.

Veteran Job Seekers, or spouses of Veterans, will select **YES** and, after clicking **NEXT**, will need to complete the information on the **Veteran** page (see example, page 19).

Veteran Job Seekers, or spouses of Veterans, will need to complete the information on the this page.

Clicking the **"Finish"** button will save the information and complete the registration process.

Registration Complete:

When the Registration is complete, the page will display a message so the Job Seeker knows they have completed the process. All of the tabs are now accessible. Clicking the **Next** button will take you to the seeker **Home** page.

The Job Seeker may print their Resume/Profile by clicking on the appropriate button.

Job Seeker Home Page:

The Home page allows the Job Seeker to view their **General Information**. The links in the "**General Information**" section of the page allow the Job Seeker to "**Edit My Information**", "**View My Resume/Profile**", access "**Additional Services**", complete "**Online Assessments**", and "**Change My Password**". DWD will also notify the user about job openings if the "**Yes**" radio button is selected.

The Home page also allows the Job Seeker to do **Quick Job Searches** and view some of their recent job referrals under **Job Search Activity**. All tabs are available for the seeker to click and make edits/updates to their record. Clicking the "advanced search" link will open the Job Search page and take the seeker to the second tab (Job Search).

Search Page:

This page gives seekers many different options to help them find an optimal job match.

Search By Location (1) allows searches by zip code, by distance from a zip code, by county, within a Career Center area, within a region (map), or statewide.
Search Details (2) allows seekers to select the desired wage, new jobs , days old, shift, availability, days or by newest, job title or location.
Search By Job Titles (3) allows seekers to search by all job titles, their desired job titles, or selected job titles of their choosing.
Saved Searches (4): Seekers can select the search criteria they prefer and then save the search so it can be recalled anytime they desire.

Search Results Page:

When the seeker selects the desired search options and clicks the search button, the search results page displays search results. If there are too few or too many jobs in the list select the **Close** button and modify the search options to bring back more or fewer jobs.

Save Search:

Many job seekers will have search options they would like to use each time they visit the website and conduct job searches. To utilize this feature, searches can be named and saved. At the bottom of this page enter a name for the search and click the **Save New** button. Several different searches can be saved.

Select Saved Search:

Find saved searches on the bottom left of the page. By clicking the arrow at "Select Search to Load", a drop down listing of all saved searches will be available. Select the desired search and click the **Load** button. This will automatically enter all the search options and complete the search.

If you no longer need a saved search you can select it from the list and then click on the **Delete** button to delete it.

Search Results—How to Apply:

To see more information about a job, click on the **Job Title (1)** and the page will expand and show more information about the job. Clicking again on the job title will hide the job information. You can have several different jobs expanded at a time.

Clicking on the **"How to Apply"** button will take the Job Seeker to that information page.

How to Apply/Referrals Page:

When you find a job that interests you, click on the **How to Apply** button. If you qualify for the job the page will display the **Referral Instructions**. If you do not meet the qualifications for the job, the screen will display the criteria not met for qualification.

When you have reviewed the application/referral information, click on the **Close** button to return to the job search list.

Referrals Page:

The **Referrals** tab will display all of the jobs for which the Job Seeker has received referral information. Click on a **Job Title** and it will expand the page and display the job detail information and referral instructions.

Referrals will only show on this page as long as a job is open. Once a job is no longer open the referral will be removed.

MissouriCareerSource.com Job Seeker Search Results/Referrals Page

Referrals:

As long as a job listing is open, the Job Seeker may access it and get the Referral instructions. Job Seekers may access the Referrals page to find jobs for which they have been referred, but will still need to follow up and contact the employer based on the Referral instructions.

Seeker Info Page:

The **Seeker Info** tab will display the **General Information**, **Citizenship**, **Availability**, **State Required Confidential** and **Transportation** information that was entered during the seeker registration process.

Use this page to change or update information that is no longer correct. Click the **Edit <blank> Information** link to change information in any of the five sections. When you click an **Edit <blank> Information** link you will see a page resembling that where the information was entered during the seeker registration process.

Employment Page:

The **Employment** tab shows the Job Seeker their employment history and the desired job titles that were entered when they registered.

By selecting the **Edit** Option, the Job Seeker may change employment record information. By using the **Delete** Option, a Job Seeker may delete the record. To add new employment history, click the **New Employment Record** button. If the Job Seeker clicks this link, they are taken to a page much like the page where employment information was entered during the seeker registration process.

To add or change Desired Job Titles click the **Edit Desired Job Titles** button. Use the **Delete** link to remove the record.

Desired Job Title Search:

When the **Edit Desired Job Titles** button is selected, the Job Seeker is taken to the **Desired Job Titles** page. This page looks much like the page where Desired Job Titles information was entered during the seeker registration process.

Seekers can select **Desired Job Titles** using any of the three tabs on this page. The **Search** tab allows the seeker to find job titles by entering **keyword(s)** and then clicking the **Search** button (1). The search returns all job titles found for the **keyword(s)** in the employers' job title or description. Each **Job Title** has a column that shows the **"# of jobs"** available for that type of job.

Desired Job Title Tree Search:

The **Tree** tab allows the Job Seeker to view occupations by categories. Clicking on folders expands the groups and shows more specific titles. To add a job title to the Selected Desired Job Titles, click on a job title from the list (see arrow above). The number to the right of the occupation shows the number of Job openings statewide for that job title.

When a job title has been added it will show under **Selected Desired Job Titles**. If the seeker has work experience for that job they should enter the **Months Experience** and the **Year Last Worked**. Months Experience is a required field, even if the experience is zero.

Desired Job Title All:

The **All** tab allows the seeker to see all job titles in the entire list. To add a job title to the Desired list, click a job title from the list.

Enter the **Months Experience** and the **Year Last Worked** and click on the **Save** button.

Use the **Delete** Option to remove a Job Title from the **Desired Job Titles** list.

Education Page:

The **Education** tab shows the Job Seeker's **Education History**, **Alternate Education History** and **Licenses/Certificates** that were entered when they registered.

Select the **edit** or **delete** option to edit or delete a record. To add new education history, click the **New Education History** button. When you click a link you will see a page that resembles the page where Education information was entered during the seeker registration process. Follow the same procedure for adding **New Alternate History**. To add new license or certification history, click the **New Lic/Cert** button. When you click a link you will see a page that resembles the page where License/Certificate information was entered during the seeker registration process.

New Education:

When a Degree type is selected that has a Major or Minor, the seeker should select from the list by clicking the **<Choose A Major>** or **<Choose A Minor>** link. This will produce a drop down list of Majors or Minors. The Job Seeker may select the appropriate category and add it to their record.

Select the **Save** button and the Education record will be add to the list at the bottom of the page under **Education History**.

Missouri*Career*Source.com Job Seeker/Skills Page

Skills Page:

The **Skills** tab shows the **Skills/Equipment** and **Additional Accomplishments** that were entered when the Job Seeker registered. Tests that have been recorded in the system will show under the **Testing** section.

To add Skills/Equipment or Accomplishments, click the **Edit Skills/Equipment** or **New Accomplishment** button. When you click a link you will see a page that resembles the page where this information was entered during the Job Seeker registration process.

Missouri*Career*Source.com Job Seeker/Skills Page

Add or Delete Skills:

When the **Edit Skills** button is selected on the Skills tab, the Job Seeker will view this page which resembles the page where Skills information was entered during the J registration process.

Up to 30 Skills can be selected. The counter at the top of the page will show how many skills have been selected.

Missouri*Career*Source.com Job Seeker/Veteran Page

Veteran Page:

The **Veteran** tab allows the Job Seeker to view the veteran status that was entered when they registered.

If the veteran status has changed, make appropriate updates. When the Veteran information is edited and current, select the **Save** button and the record will be updated.

Job Search w/o Login:

If a Job Seeker does not want to register in the system, they can still search for jobs by clicking the **"Browse Job Openings"** link on the Login page. This will allow them to see job openings without registering but will **not** give them referral instructions. The search looks the same as when a seeker is logged into the system but clicking on any of the other tabs will take the user back to the login page.

Reset Password:

From the Login page, click the forgot **Username/Password**. **Job Seekers should enter their information in the top section of the screen (arrow above) and click Submit.**

Missouri*Career*Source.com Reset Password Page

Reset User Password:

Once the Job Seeker enters their information on the **Reset User Password** page and the information matches with that on file, they will see this confirmation page displayed. It will post their Username and indicate the new password which they just entered is now saved in the system.

Helpful Hints

- **All job seekers see all job orders. This does not mean all job seekers are qualified for all job orders, nor will all job seekers have access to referral information for all job orders. Job order matching criteria possess some of the exclusionary fields that may prevent qualification (i.e. shift, Driver's License, etc.).   Job Seeker matching criteria may also prevent the job seeker from appearing when an employer conducts a job seeker search (i.e. specifying a wage too high, not willing to work weekends, etc.).**

- **It is vital to add as many desired positions as possible – including any jobs for which the Job Seeker is qualified and wishes to seek employment.**

- **It is important to recognize that when the employer specifies an experience requirement, it matches to the "Desired Job Titles" Months Experience field and not the actual work experience information entered.**

- **If the Job Seeker has some college but no degree, it is important to list the high school education. Otherwise, the system will not recognize that they have finished high school and greatly limit job matches.**

- **The Resume/Profile is a direct reflection of the information in a Job Seeker's Missouri*Career*Source account. Any changes made to the Seeker Info, Employment, Education, or Skills tabs are immediately reflected on the profile.**

- **Printing or viewing the profile may be blocked by a "Pop-up Blocker."   The Resume/Profile opens in a new window, and Internet Explorer often sees this as a popup.**

- **On the Job Seeker Home Page, in the lower left of the screen under General Information, is "Do you want DWD to notify you about job openings?" If the Job Seeker clicks the Yes radio button, they will be notified of job openings for which their qualifications match.**

- **Returns on job searches are listed by default "Newest First."   The order in which jobs are listed can be changed by clicking the links at the top of the listing (i.e. salary, job listed, etc).**

- **In many cases, the Job Seeker may choose to search only by zip code, allowing all open job orders to be displayed. After the list for that search area has been reviewed, it is an easy matter each day to examine only the new orders appearing at the top of the list.**

- **Any "Referrals" which the Job Seeker has acquired in their record page may appear to be new job orders. However, these job orders may have closed. These Referrals, including the contact information, will still be accessible to the Job Seeker even though the job orders are no longer open.**